



**February 11, 2016  
8:00 a.m.**

**MINUTES OF MEETING  
(Subject to Committee Approval)**

Committee Members Present: Teresa O'Neill-Chair Bianca Placencia  
Ken Wright Carmen Pascual

Staff Present: Tamera Haas, Deputy City Manager  
Sandra Soria, Financial Consultant  
Kelvin Malko, Housing Inspector  
Kathy Flood, Staff Analyst  
Elaine Phung, Staff Analyst  
Jennifer Carvalho, As Needed Office Specialist II

**1. CONSENT CALENDAR**

Items listed on the CONSENT CALENDAR are considered routine and will be adopted by one motion. There will be no separate discussion of the items on the CONSENT CALENDAR unless discussion is requested by a member of the Committee, staff or public. If so requested, that item will be removed from the CONSENT CALENDAR and considered under CONSENT ITEMS PULLED FOR DISCUSSION.

- A. Approval of Minutes from **October 8, 2015**  
**Motion approved (3-0) 1 Committee Member not in attendance at voting.**

\*\*\*\*\*End of Consent Calendar\*\*\*\*\*

**2. ITEMS FOR DISCUSSION**

- A. Acceptance of NCIP FY15-16 Financial Status Updates
- B. Review Application changes to date:  
Recent change to application was the addition of the requirement to submit current mortgage statement(s). This will assist in the approval process and take effect immediately. Staff is in the process of streamlining the application and will continue to make updates as needed. Items to be brought back for review at a future meeting include: revised format and language that clarifies that all household members must submit financial documentation. Also discussed was the option to work with insurance companies directly for annual insurance certificates. Staff will provide update and status of topic at next meeting.
- C. Review financial reports in Agenda Packet:  
A revised summary statement was provided that tied to the detailed financial reports. Staff proposed streamlining these reports and will present at future meeting.

### 3. ITEMS FOR ACTION

#### A. Projects Pending Review and Action

1. Client Number 00320 – Los Olivos Dr.  
Motion: Approved an additional amount of \$20,000 plus a 10% contingency loan for identified work; 3% interest, and twenty year deferred payment. Subject to availability of program funds. Not to exceed maximum \$110,000.  
**Motion approved (4-0)**
2. Client Number 10510 – Flora Vista Ave  
Motion: Approved an additional amount of \$25,000 plus a 10% contingency loan for identified work; 3% interest, and twenty year deferred payment. Subject to availability of program funds. Not to exceed maximum \$110,000. Approve an amount for mandated work of \$1,000 without any contingency. Not to exceed \$25,000.  
**Motion approved (4-0)**
3. Client Number 10525 – Sharaton Drive  
Motion: Approved an amount of \$23,000 plus a 10% contingency loan for identified work; 3% interest, and twenty year deferred payment. Subject to availability of program funds. Not to exceed maximum \$110,000.  
**Motion approved (4-0)**
4. Client Number 10512 – Monroe St.  
Motion: Approved an amount of \$7,000 plus a 10% contingency loan for identified work; 3% interest, and twenty year deferred payment. Subject to availability of program funds. Not to exceed maximum \$110,000.  
**Motion approved (4-0)**
5. Client Number 10226 – Fordham Dr.  
Motion: Approved an amount of \$15,000 plus a 10% contingency loan for identified work; 3% interest, and twenty year deferred payment. Subject to availability of program funds. Not to exceed maximum \$110,000.  
**Motion approved (4-0)**

#### B. Increase Loan Limits – Appendix II to NCIP Procedure Manual

Motion: Approved loan amount increase not to exceed \$135,000. Includes maximum of \$15,000 for urgent/emergency loan, maximum of 10% (\$10,000) contingency on \$100,000 and a separate maximum of \$25,000 on mandated work.

**Motion approved (4/0)**

### 4. OTHER BUSINESS

None

#### 5. ADJOURNMENT – Next meeting scheduled for **April 07, 2016 at 8:00 AM.**

All remaining meetings for 2016 have been scheduled in the City Manager's Staff Conference Room.